

**THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO  
JOB DESCRIPTION**

8/23/04

**LIEUTENANT, UNIVERSITY POLICE**

**FLSA: EXEMPT**

**Job Code: 6319**

**SUMMARY**

This position provides responsible administrative and supervisory enforcement skills in the law enforcement services of the University of Texas System. Responsibilities include coordinating the objectives of the administration of the Police Department and the law enforcement efforts within the areas under the control and jurisdiction of the University of Texas System.

**DUTIES**

Performs a combination, but not necessarily all, of the following duties:

- Plans, organizes, and supervises departmental activities including the enforcement of criminal law, Rules and Regulations of the Board of Regents, and the conduct of subordinates.
- Evaluates and analyzes the accomplishment of department's objectives.
- Prepares and revises various reports and makes recommendations.
- Assists local police agencies in serving warrants on property within the area under the control and jurisdiction of the University of Texas System.
- Inspects shifts.
- Monitors the operation of the department's communication center.
- Supervises telecommunications and telephone operators in the performance of their respective duties.
- Instructs personnel in university police training programs.
- Investigates circumstances surrounding violations of laws and University regulations or policies.
- Confers with other law enforcement agencies on matters of mutual interest.
- Performs other duties as assigned.

**SUPERVISION**

**Received:**

Work is performed under general supervision from the next higher ranking officer.

**Given:**

Provides general supervision to subordinate

**EDUCATION/EXPERIENCE**

In accordance with the current levels of educational attainment for police officers of the University of Texas System as adopted by the Board of Regents. Four years experience as a member of a University of Texas System Police Department during which time no less than one year was served at the next lower rank. Possess Intermediate Certification from the Texas Commission on Law Enforcement Officer Standards and Education, and successfully pass an approved proficiency examination administered by the Chief of Police, or his designee. Must be

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serving at next lower rank at the time proficiency examination is taken. Must hold a Peace Officer Commission, the University of Texas System, and a valid Texas driver's license. Must successfully complete a minimum six month probationary period immediately following the date of promotion. Failure to successfully complete such a period will result in reduction to the rank previously held

### **KNOWLEDGE, SKILLS AND ABILITIES**

Must have thorough knowledge of supervisory methods, personnel management and evaluation, planning and coordinating, and interpersonal communication.

### **EQUIPMENT**

The operation of all equipment utilized by the University Police Department necessary to perform assigned duties.

### **WORKING CONDITIONS**

Work is performed in an office environment; however, incumbent may occasionally experience outdoor weather conditions. Also may be required to work day or night on one of three shifts with varying days off. Work involves a degree of hazard.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

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### **IMPORTANT:**

Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Assistant Vice President for Human Resources.

In accordance with The University of Texas Health Science Center at San Antonio policy (*HOP-Section4.4.1*), job candidates for all Health Science Center positions must undergo a criminal background check before a job offer is made and before the candidate can begin to work.

Information resources including data, information, technology, and software are University resources and must be protected and used in conformance with all applicable laws and policies in accordance with ITAC 201.13(b) Information Security Standards.